



Loudoun County, Virginia

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Department of Management and Financial Services  
Division of Procurement, MSC #41C  
1 Harrison Street, SE, 4<sup>th</sup> Floor  
Leesburg, Virginia 20175

November 20, 2007

NOTICE TO OFFERORS

ADDENDUM NO. 3

QQ-01367

The following changes and/or additions shall be made to the original Request For Proposal No. QQ-01367, Consulting Services to Develop Strategic Plan for Loudoun County Public Libraries.

The following questions have been asked regarding this RFP:

- Q1. What potential opportunities would the selected consultant have to work with the County's Planning Department?
- A1. The guidelines are already set for how new libraries would be constructed. Libraries must be built based on the population of the sub-area. Another requirement is that libraries must be accessible to roads and pedestrian walk way.
- Q2. Does mapping include taking data from circulation system to location?
- A2. Yes
- Q3. How do you currently manage electronic resources?
- A3. LCPL keeps statistics of database usage and downloading e-books, which is not included in the circulation statistic. LCPL also keep statistics for self check outs and self holds. LCPL is looking for more patron driven service. LCPL is planning to convert the Rust Library to RFID once it re-opens.
- Q4. Is the Gum Spring Library project the first public-private partnership?
- A4. No, the Gum Spring Library project is not considered a public-private partnership. The project is a proffer. The developer offered to build a 4 story building, approximately 100,000 sq ft, and give the bottom two floors to the County for a library. They are only providing the shell and hired the architectural firm of Grimm and Parker to design the library portion.

Q5. Is the Gum Spring project a model for future construction of libraries in the County?

A5. The library is considering a similar proffer request in Brambleton.

Q6. What previous research has been done to assess LCPL system?

A6. The County has done customer surveys, but no County-wide assessment has been done yet.

Q7. If the consultant wants to do a focus group, how much flexibility will they have in using the library facilities?

A7. LCPL will work with the consultant as much as possible to ensure that the facilities and staff support is available should there be a need.

Q8. Is LCPL staff dedicated to specific population or general population?

A8. General

Q9. Other than Parks, Recreation and Community Services (PRCS) and Loudoun County Public Schools (LCPS), are there any other County departments in which LCPL would be willing to share resources (e.g. spacing) with?

A9. LCPL is willing to share resources with other various County departments.

Q10. What is the CIP?

A10. Capital Improvement Project. Refer to Addendum #2 to get information on what future LCPL projects are included under the CIP.

Q11. Does LCPL have a special program from ethnic populations?

A11. LCPL does not have a target program for any specific ethnic population. LCPL does offer resources for Spanish-speaking individuals such as books with Spanish sub-titles as well as offer locations for ESL classes.

Q12. Do you expect LCPL to be effected by staffing turnover due to retirement?

A12. Yes, LCPL has several senior level staff members who are expected to retire within the next 3-5 years.

Q13. Does LCPL have a self retrieval of holdings?

A13. No

Q14. Do LCPL have any books by mail?

A14. Yes, it's apart of one of the outreach programs that LCPL offers.

Q15. What automation system does LCPL use?

A15. Horizon

Q16. Is LCPL library network and infrastructure apart of the County's Department of Information Technology (DIT)?

A16. Yes

Please acknowledge receipt of this addendum by signing and returning with your proposal.

Prepared By: Courtney L. Raye, CPPB /s/ Date: 11/20/07  
Contracting Officer

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_